



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20461

RQ-2

April 27, 2004

Harold B. Schneider, Treasurer
Friends of Jan Schneider
487 Meadowlark Drive
Sarasota, FL 34236

Response Due Date:
May 27, 2004

Identification Number: C00392183

Reference: Amended April Quarterly Report (1/1/04 - 3/31/04), received 4/15/04

Dear Mr. Schneider:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Please amend your report to include a supporting Schedule A for the amount reported on Line 12 of the Detailed Summary Page. All transfers to your committee from authorized committees of the same candidate must be itemized on Schedule A, regardless of the amount transferred. (11 CFR §104.3(a)(4)(iii))

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in an election cycle. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of